

# **California Department of Corrections and Rehabilitation**

## **Office of Audits and Compliance**



## **Operational Peer Review**

**Lassen Community Correctional Facility**

**October 6 through October 9, 2008**

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## **Review of Community Correctional Facilities**

### **Lassen Community Correctional Facility**

#### **INTRODUCTION**

This program review of Community Correctional Facilities (CCF) operations was conducted at Lassen CCF by the Office of Audits and Compliance (OAC), during the week of October 6-9, 2008. The review team utilized the California Penal Code (PC), California Code of Regulations (CCR), Title 15, California Department of Corrections and Rehabilitation's (CDCR) Department Operations Manual (DOM), CCF Financial Management Handbook (FMH), and the CCF Statement of Work, as the primary sources of operational standards.

This review was conducted by Tony Alleva, Facility Captain; Dave Stark, Correctional Counselor (CC) II; Michael Brown, Correctional Lieutenant; Al Sisneros, Correctional Lieutenant; Chuck Lester, Correctional Lieutenant; and Nancy Fitzpatrick, Associate Governmental Program Analyst, of the OAC.

The review consisted of on-site inspections, interviews with staff and inmates, reviews of procedures and other documentation, and observation of Facility operations.

The purpose of OAC's review is one of overall analysis and evaluation of the Facility's compliance with the terms and conditions of State regulations, departmental policy, and contract agreement.

Each area was reviewed by a minimum of two primary reviewers and cross-verified by other members of the team as possible. Overall findings presented in the attached report represent the consensus of the entire review team.

## **Review of Community Correctional Facilities**

### **Lassen Community Correctional Facility**

#### **REVIEW SCOPE AND METHODOLOGY**

The OAC conducted an on-site review at Lassen CCF during the week of October 6-9, 2008. The purpose of this review was to assess the level of compliance with the terms and conditions of State regulations, departmental policy, and contract agreement. This review and the attached findings represent the formal review of Lassen CCF's compliance by the OAC.

The scope and methodology of this review was based upon written review procedures developed by the OAC and provided to Lassen CCF staff in advance of the review.

Random sampling techniques were employed as an intrinsic part of the review process.

For the purposes of this review, members of the team toured the Facility. Inspections were conducted in housing, food service, medical, and [REDACTED]. Randomly selected inmates were informally interviewed based upon their interest and willingness to talk to the reviewers.

Throughout the tour, on-duty contractor and departmental staff at all levels (medical, parole, management and administrative, and custody) were interviewed regarding current practices.

## Review of Community Correctional Facilities

### Lassen Community Correctional Facility

#### EXECUTIVE SUMMARY

During this formal review of the Facility's compliance with the terms and conditions of State regulations, departmental policy, and contract agreement at Lassen CCF, the Facility was found to be in compliance with 69 (95 percent) of the 73 ratable areas. Eight standards were found not ratable during this review.

The following areas of concern were found:

- **Adult-Basic Education (ABE).** The review revealed that the Lassen CCF ensures that inmates with limited English proficiency are assigned to an English as a Second Language (ESL) Program as required. However, ABE is not currently being offered.
- **Tool Control.** There is no documented daily inventory in the Garage or the Maintenance Department and the Garage has no master inventory. In addition, the grinders have no lock out devices.
- **Kitchen Shadow Board.** The review revealed that the kitchen is equipped with a secure shadow board for knives, cleavers, and other sharp instruments. However, the spatulas, whips, ladles, and long handled spoons are not on the shadow board, are not secured, and are not chitted out.
- **Training Reviews.** The review team reviewed ten randomly selected training records of staff assigned to Lassen CCF for one year or more. Each of the records reviewed contained documentation of the employee having received the Basic Correctional Officer Certification course. However, the CDCR Orientation Training has not been completed by all staff. This training is offered once per year in four eight-hour blocks. The majority of staff have completed at least two blocks and are scheduled for the remaining blocks when this training is offered again next year.

A complete description of these finding areas may be found in the narrative section of this report.

## **Review of Community Correctional Facilities**

### **Lassen Community Correctional Facility**

#### **SUMMARY CHART (SYMBOL DEFINITIONS)**

The following chart represents individual review findings in relation to CCR, Title 15, DOM, PC, and contract agreement.

Each item is rated as to whether or not the institution is in compliance. The chart utilizes the following symbols to denote compliance ratings:

| <b>SYMBOL</b>                   | <b>DEFINITION</b>   |
|---------------------------------|---|
| <b>Compliance (C)</b>           | The requirement is being met.   |
| <b>Compliance/Concern (C/C)</b> | Meets overall compliance of the standard, but discrepancies currently exist.                                  |
| <b>Partial Compliance (P/C)</b> | The institution is clearly attempting to meet the requirement, but significant discrepancies currently exist. |
| <b>Noncompliance (N/C)</b>      | The institution is clearly not meeting the requirement.   |
| <b>Not Applicable (N/A)</b>     | Responsibility for compliance in this area is not within the authority of this institution.                   |
| <b>Not Ratable (N/R)</b>        | No measurable instances.  |

At the end of the chart is a Comparative Statistical Summary Chart of Review Findings. This summary presents a mathematical breakdown of compliance by total items and percentages (%).

## Review of Community Correctional Facilities

### Lassen Community Correctional Facility

#### SUMMARY CHART

| REVIEW STANDARD                         | REVIEW FINDING<br>8/07 | REVIEW FINDING<br>10/08 | PAGE NO. |
|---|------------------------|-------------------------|----------|
| <b>I. ADMINISTRATION</b>                |                        |                         |          |
| A) Operations Manual                    | C                      | C                       |          |
| B) Restricted Operational Procedures    | C                      | C                       |          |
| C) Program Cost Reports                 | C                      | C                       |          |
| <b>II. PERSONNEL</b>                    |                        |                         |          |
| A) Master Staffing Plan                 | C                      | C                       |          |
| B) Position Changes                     | N/R                    | N/R                     |          |
| C) Job Descriptions and Duty Statements | C                      | C                       |          |
| D) Post Orders                          | C                      | C                       |          |
| 1. Staff Sign Acknowledgment Sheet      | C                      | C                       |          |
| E) Background Investigation             | C                      | C                       |          |
| F) Personnel Policies                   | C                      | C                       |          |
| <b>III. TRAINING</b>                    |                        |                         |          |
| A) Training Policy                      | C                      | C                       |          |
| B) Training Records                     | C                      | C                       |          |
| C) Training Reviews                     | P/C                    | P/C                     |          |
| <b>IV. CLASSIFICATION</b>               |                        |                         |          |
| A) Operational Plan                     | C                      | C                       |          |
| B) Composition                          | C                      | C                       |          |
| C) Initial Classification               | C                      | C                       |          |
| D) Documentation                        | C                      | C                       |          |

| REVIEW STANDARD                           | REVIEW FINDING<br>8/07 | REVIEW FINDING<br>10/08 | PAGE NO. |
|---|------------------------|-------------------------|----------|
| <b>V. PROGRAMS</b>                        |                        |                         |          |
| A) Inmate Work Training Incentive Program | C                      | C                       |          |
| B) Pre-Release                            | C                      | C                       |          |
| C) Educational Programs                   | C                      | C                       |          |
| 1. ABE                                    | N/C                    | P/C                     |          |
| 2. Educational Programs                   | C                      | C                       |          |
| D) Religious Programs                     | C                      | C                       |          |
| E) Library Services                       | C                      | C                       |          |
| F) Visiting                               | C                      | C                       |          |
| G) Canteen                                | C                      | C                       |          |
| H) Recreation Programs                    | C                      | C                       |          |
| I) Medical Services                       | C                      | C                       |          |
| 1. Health Records                         | C                      | C                       |          |
| <b>VI. DISCIPLINE</b>                     |                        |                         |          |
| A) Policy                                 | C                      | C                       |          |
| B) Disciplinary Actions                   | C                      | C                       |          |
| C) Documentation                          | C                      | C                       |          |
| D) Classification of Rule Violations      | C                      | C                       |          |
| E) Authority                              | C                      | C                       |          |
| F) Records of Disciplinary Matters        | C                      | C                       |          |
| <b>VII. RECORDS</b>                       |                        |                         |          |
| A) Inmate Files                           | C                      | C                       |          |
| B) File Security                          | C                      | C                       |          |
| C) Release of Information                 | C                      | C                       |          |
| D) Daily Movement Sheet (DMS)             | C                      | C                       |          |
| <b>VIII. APPEALS</b>                      |                        |                         |          |
| A) Forms                                  | C                      | C                       |          |
| B) Informal Level                         | C                      | C                       |          |
| C) First Level                            | C                      | C                       |          |



| REVIEW STANDARD                                       | REVIEW FINDING<br>8/07 | REVIEW FINDING<br>10/08 | PAGE NO. |
|---|------------------------|-------------------------|----------|
| D) Inmate Mail  | C                      | C                       |          |
| E) Inmate Access to Computers                         | C                      | C                       |          |
| F) Security Areas                                     | C                      | C                       |          |
| G) Housekeeping and Maintenance                       | C                      | C                       |          |
| <b>XII. FOOD SERVICES</b>                             |                        |                         |          |
| A) Meals  | C                      | C                       |          |
| B) Special Diets                                      | C                      | C                       |          |
| C) Meal Samples                                       | C                      | C                       |          |
| D) Inmate Workers                                     | C                      | C                       |          |
| E) Health Codes                                       | C                      | C                       |          |
| F) Dry Storage  | C                      | C                       |          |
| G) Refrigeration                                      | C                      | C                       |          |
| H) Vector Control                                     | N/R                    | N/R                     |          |
| <b>XIII. DEPARTMENTAL/FACILITY INTERCOMMUNICATION</b> |                        |                         |          |
| A) Hub Institutions                                   | C                      | C                       |          |
| B) Mutual Aid   | C                      | C                       |          |

**Review of Community Correctional Facilities**

**Lassen Community Correctional Facility**

**COMPARATIVE STATISTICAL SUMMARY CHART**

**AUGUST 2007—OCTOBER 2008 REVIEW FINDINGS**

| <b>RATING</b>             | <b>TOTAL<br/>8/07</b> | <b>RATING %<br/>8/07</b> | <b>TOTAL<br/>10/08</b> | <b>RATING %<br/>10/08</b> |
|---------------------------|-----------------------|--------------------------|------------------------|---------------------------|
| <b>COMPLIANCE</b>         | 72                    | 96%                      | <b>69</b>              | <b>95%</b>                |
| <b>PARTIAL COMPLIANCE</b> | 3                     | 4%                       | <b>4</b>               | <b>5%</b>                 |
| <b>NONCOMPLIANCE</b>      | 0                     |                          | <b>0</b>               |                           |
| <b>NOT RATABLE</b>        | 7                     |                          | <b>8</b>               |                           |
| <b>TOTAL</b>              | 82                    | 100%                     | <b>81</b>              | <b>100%</b>               |

## **Review of Community Correctional Facilities**

### **Lassen Community Correctional Facility**

#### **SUMMARY OF FACILITIES REVIEWED**

The Lassen CCF is a 164 bed public Facility located in the County of Lassen, California, with 8 overflow beds. The Facility is combined with the Lassen County Sheriff's Department. The two operations coexist under one closed physical plant. At the time of this review, the population of the Lassen CCF was 131 inmates under the jurisdiction of CDCR.

#### **I. ADMINISTRATION**

- A. **Operations Manual.** The contractor maintains a current operations manual summarizing approved methods of implementing CDCR policies, which provides details for daily operation of the program. The manual has been submitted and approved by CDCR on an annual basis.  
**(Authority: CCR, Title 15, Section 3380; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, pages 3A and 3B.)**

#### **FINDING**

#### **COMPLIANCE**

**The OAC review team examined Lassen CCF's current policy and procedure manual and interviewed staff.**

**The review revealed that the Facility maintains policies and procedures that outline the operations of the Facility. These policies and procedures were last reviewed/updated on October 1, 2008.**

- B. **Restricted Operational Procedures.** The contractor, when establishing written policy and procedure in accordance with DOM, Section 5000, will maintain such policies and procedures as "Confidential" and "Restricted." Confidential and restricted information will not be made available to inmates.

Such procedures shall include but are not limited to:

Emergency Operations;  
Key/Locking Devices;  
Job Action Contingency Plan;  
Escape Pursuit Plan;  
Prisoner Transportation; and

Gang Management (not required for public CCFs).

**(Authority: DOM, Section 55000; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, pages 3B, 11, and 12.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's Policy and Procedure Manual and interviewed staff.

The review revealed that the Facility maintains confidential and restricted procedures that are kept by management personnel and are unavailable to the inmate population. These policies and procedures include Emergency Operations (4-6), Key Locking Devices (4-1), Job Action Contingency Plan (Lassen County Personnel Rules and Regulations), Escape Pursuit Plan (4-5), and Prisoner Transportation (3-2, and 4-18).

- C. **Program Cost Reports.** The contractor has submitted the required quarterly and annual program cost reports to the Community Correctional Facility Administration (CCFA).

**(Authority: FMH, Financial Management of Funds, Public, page 8 III-A; and Private, page 12D.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's quarterly and annual program cost reports and interviewed staff.

The review revealed that Lassen CCF submitted to CCFA both the quarterly reports and the annual report for Fiscal Year 2007/2008. The annual report was submitted on September 25, 2008.

## **II. PERSONNEL**

- A. **Master Staffing Plan.** The contractor maintains a master-staffing plan that includes administrative as well as posted positions and reflects corresponding position numbers.  
(Authority: FMH, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)

### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's master staffing plan and interviewed staff.

The review revealed that Lassen CCF maintains a master staffing plan. The plan includes administrative and posted positions identified by corresponding position numbers.

- B. **Position Changes.** Any changes to classification, function responsibility or post assignment are accompanied by an approved "Change of Established Positions" form and an approved "Post Assignment Schedule Summary" and "Post Assignment Detail" when it affects posted positions.  
(Authority: FMH, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)

### **FINDING**

#### **NOT RATABLE**

Lassen CCF has not requested any changes to previously approved established positions.

- C. **Job Descriptions and Duty Statements.** The contractor maintains current job descriptions and duty statements for staff paid through the CDCR contract.

**(Authority: FMH, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)**

### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's current job descriptions, duty statements, and interviewed staff.

The review revealed that Lassen CCF maintains current job descriptions and duty statements for all staff.

- D. **Post Orders.** The contractor provides post orders, on the post, for security staff.

**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 3; Private, page 3B; DOM, Section 51040.6. Reference: PC, Section 5058, FMH-Public, page 3D; and Private, page 8D.)**

### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's post orders and interviewed staff.

The review revealed that Lassen CCF maintains a policy, Policy No. 2-4, regarding post orders. The Lassen CCF post orders are located on the post for security staff.

1. Each custody staff member assigned to a post for the first time shall be provided with a copy of the appropriate post order upon assuming the post. The staff member has signed the acknowledgment sheet of the post orders on their assigned work site confirming the reading and understanding of duties for the post.

**(Authority: DOM, Section 51040.6.1. Reference: PC, Section 5058; and FMH-Private, page 8D.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's post orders and interviewed staff.

The review revealed that custody staff are provided a copy of their post order upon assuming their assigned post. Staff are also required to read and become familiar with the Policy and Procedures Manual which also include post orders. No Post Order Acknowledgment Sheet (CDC 1860) is being utilized, as the CCFA has granted an exemption for the use of the Facility's Form 2-2 in lieu of a CDC 1860. All custody staff assigned to posts are required to sign a Form 2-2 acknowledging their understanding of the Policy and Procedures Manual.

- E. **Background Investigations.** Security personnel will complete a CDCR background investigation at Private Facilities. A CDCR-approved background investigation will be completed for security personnel at Public Facilities. A CDCR background investigation will be conducted for personnel at Private Facilities. Personnel records will document that the staff member "passed" the background process.

**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 6; Private, pages 1, 2, and 3; and FMH-Private, page 8D.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's personnel records and interviewed staff.

The review revealed that all security personnel assigned to the Lassen CCF undergo a background investigation. The review team examined a selected percentage of background clearances for Lassen CCF staff. Each (100 percent) staff member had an approved background

clearance. The review team notes that all staff, security and non-security classifications, receive background checks.

- F. **Personnel Policies.** The contractor shall establish and maintain personnel policies that address but are not limited to:

Fraternization;  
Over Familiarity;  
Ex-Felon Employment;  
Nepotism; and  
Employee Grievance and Appeal Process.

**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, pages 3C and 4; and Private, page 8D.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's personnel policies and interviewed staff.

The review revealed that the Lassen CCF maintains a policy on nepotism, overfamiliarity, fraternization, employee grievances, appeals process, and ex-felon employment in the Lassen County Personnel Rules and Regulations publication. Facility practice adheres to this policy.

## **III. TRAINING**

- A. **Training Policy.** The Facility maintains a current approved training policy that delineates training requirements for staff and meets the requirements of the California Board of Corrections (BOC) and/or CDCR.

**(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, page 6D.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's current training policy and interviewed staff.

The review revealed Lassen CCF has an established training policy, Policy No. 2-3, which has been approved by the BOC.

- B. **Training Records.** The Facility maintains training records for all custody/security staff.  
(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, pages 6D and 7.)

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's training records and interviewed staff.

The review revealed that Lassen CCF maintains training records for all custody/security staff assigned to the Facility.

- C. **Training Reviews.** The Facility is in compliance with the annual training requirements of the California BOC.  
(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, page 6D.)

### **FINDING**

### **PARTIAL COMPLIANCE**

The OAC review team examined Lassen CCF's current training records and interviewed staff.

The OAC review team reviewed ten randomly selected training records of staff assigned to Lassen CCF. Each of the records reviewed

contained documentation of the employee having received the Basic Correctional Officer Certification course. However, the CDCR Orientation Training has not been completed by all staff. This training is offered once per year in four eight-hour blocks. The majority of staff have completed at least two blocks and are scheduled for the remaining blocks when this training is offered again next year.

#### **IV. CLASSIFICATION**

- A. **Operational Plan.** The Facility has established and follows an operational plan in accordance with DOM and the CCF Screening Handbook for the operation of classification services.  
(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, pages 1, 2B, 3C, and 6E; and Private, page 1C.)

#### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's operational plan and interviewed staff.

The review revealed that Lassen CCF has an established policy, Policy No. 4-10, in accordance with DOM and the Administrative Bulletin (Draft No. 5, 10/27/97-4), Modified CCF Screening Criteria, for the classification of inmates housed within the Facility. Facility practice adheres to this policy.

- B. **Composition.** Classification committees meet composition and quorum requirements of DOM, with initial Facility Classification Committee composed of:

California Correctional Center (CCC) Manager (Chairperson);  
Facility Captain (Alternate Chairperson);  
CC II (Recorder);  
Inmate Assignment/Program Coordinator;  
Educational or Vocational Program Representative; and  
Other members as appropriate.

(Authority: CCR, Title 15, Section 3376; DOM, Section 62010.8.2; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; Private, page 8; and PC, Section 5058.)

## **FINDING**

### **COMPLIANCE**

The OAC review team observed Lassen CCF's classification committee and interviewed staff.

The review revealed that the composition of the classification committee meets the requirements of this standard.

- C. **Initial Classification.** Initial classification is held within 14 calendar days of the inmate's arrival to the Facility.  
**(Authority: DOM, Section 62010.8.3; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; and Private, page 8F.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's policy, procedures, inmate field files, in addition to observing the classification committee and interviewing staff.

The review revealed that Lassen CCF maintains a policy, Policy No. 4-10, regarding classification. Initial classification actions are conducted within 14 calendar days of the inmate's arrival to the Facility.

- D. **Documentation.** Results of committee actions are documented in a Classification Chrono (CDC 128-G). A copy of the CDC 128-G is given to the inmate and a copy is maintained in the inmate's field file.  
**(Authority: DOM, Section 62010.9.1; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; and Private, page 8F.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's policy, procedures, inmate field files, in addition to observing the classification committee and interviewing staff.

The review revealed that a CDC 128-G is generated by the classification committee. A copy of this CDC 128-G is given to the inmate and a copy is routed to the inmate's field file.

## **V. PROGRAMS**

- A. **Inmate Work Training Incentive Program (IWTIP).** The Facility shall establish and maintain IWTIP positions for work assignments either within the Facility or outside the Facility.  
**(Authority: DOM, Section 53130; Statement of Work, Program Operations-Public, page 11C; and Private, page 16C.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's unit documentation and interviewed staff and inmates.

The review revealed that Lassen CCF has established and maintains IWTIP positions for work assignments within the Facility. There is a written job description for every position. These job descriptions define the inmate's responsibilities and tasks to be performed. The review team notes that all inmates at the Lassen CCF are currently assigned to a job. The review team notes, however, that the time cards in the housing units were completed prematurely.

- B. **Pre-Release.** The Facility shall provide pre-release program services subject to budgeted resources. Pre-release curriculum meets the minimum content described in CDCR Policy.  
**(Authority: DOM, Section 53090.6; Statement of Work, Program Operations, Public, page 11B; and Private, page 16B.)**

### **FINDING**

## **COMPLIANCE**

The OAC review team examined Lassen CCF's unit documentation and interviewed staff and inmates.

The review revealed that Lassen CCF provides a pre-release/parole program, which meets the curriculum content described in CDCR policy and the Statement of Work. The pre-release/parole program consists of employability skills, communication skills, money management, community resources, parole resources, anger management, and parenting skills.

- C. **Educational Programs.** Educational programs shall be managed by staff who meet the credential standards as set forth by the Commission on Teacher Credentialing.  
(Authority: DOM, Section 53090.1; Statement of Work, Program Operations, Public, page 14E; and Private, page 18E- #1.)

## **FINDING**

## **COMPLIANCE**

The OAC review team examined Lassen CCF's personnel records and interviewed staff.

The review revealed that Lassen CCF maintains a policy, Policy No. 3-3, regarding educational programs. Lassen CCF has one educational instructor. This instructor meets credentialing standards.

1. The contractor shall ensure that inmates achieving less than a 6.0 grade level or with limited English proficiency are assigned to ABE or ESL program in accordance with available resources.  
(Authority: DOM, Section 53090; Statement of Work, Program Operations, Public, page 14E; and Private, page 18-#4.)

## **FINDING**

## **PARTIAL COMPLIANCE**

The OAC review team examined Lassen CCF's unit documentation and interviewed staff and inmates.

The review revealed that the Lassen CCF ensures that inmates with limited English proficiency are assigned to an ESL Program as required. However, ABE is not currently being offered.

2. Educational programs shall be conducted Monday through Friday year round, excluding State and national holidays for a minimum of six and a maximum of seven and one half hours per day.  
(Authority: DOM, Section 53090.3.5; Statement of Work, Program Operations-Public, pages 2, 14E-#3; and Private, page 18E-#6.)

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's policies and procedures and interviewed staff.

The review revealed that educational programs are conducted five times per week, for a minimum of six hours per session.

- D. **Religious Programs.** The contractor shall establish a written procedure for voluntary participation in religious programs and shall make such information available to all inmates.  
(Authority: DOM, Section 53050; Statement of Work, Program Operations-Public, page 14F; and Private, page 19F.)

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's religious program procedures and interviewed staff and inmates.

The review revealed that Lassen CCF maintains a written procedure, Policy No. 3-4, for voluntary participation in religious programs. Facility practice adheres to this policy. Religious services are available on Sundays and by request. Inmates are made aware of services by postings in the dorms and a schedule in the inmate's orientation handbook.

- E. **Library Services.** The contractor shall provide an inmate library in the Facility with accessibility to the inmates for a minimum of 30 hours a week. When law library facilities are required, the Facility provides transportation to the CDCR hub institution.

**(Authority: DOM, Section 53060; Statement of Work, Program Operations-Public, page 14G; and Private, page 20G.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team toured the inmate library and interviewed staff and inmates.

The review revealed that Lassen CCF maintains a policy, Policy No. 3-5, regarding library services. Facility practice adheres to this policy. The Lassen CCF provides an inmate library with accessibility to the inmates for a minimum of 30 hours per week. When law library facilities are required, CDCR staff will coordinate appointments for inmates to access the law library at the CDCR hub institution in a timely manner.

- F. **Visiting.** The contractor shall establish written procedures for the administration and operation of a visiting program consistent with CDCR policy.

**(Authority: CCR, Section 3170; DOM, Section 54020; Statement of Work, Program Operations-Public, page 15H; and Private, page 20-#1.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's visiting procedures and interviewed staff and inmates.

The review revealed that Lassen CCF maintains a written procedure, Policy No. 3-6, for the administration and operation of a visiting program consistent with CDCR policy. Facility practice adheres to this policy. Visiting is scheduled Saturdays, Sundays, and holidays from 0800-1600. Attorney/client visits are accommodated as needed.

- G. **Canteen.** The contractor shall establish an inmate canteen program and written operating procedures in compliance with CDCR policy.  
(Authority: CCR, Sections 3090-3095; DOM, Section 54070; Statement of Work, Program Operations-Public, page 16I; and Private, page 21I.)

### FINDING

### COMPLIANCE

The OAC review team examined Lassen CCF's canteen procedures, toured the canteen, and interviewed staff and inmates.

The review revealed that Lassen CCF has established an inmate canteen program and written operating procedures, Policy No. 3-7, in compliance with CDCR policy. Facility practice adheres to this policy. The Lassen CCF utilizes the Keefer Vendor Order Company via the Internet. Inmates may purchase canteen items weekly and receive an updated statement of account weekly reflecting current account balance.

- H. **Recreation Programs.** The contractor shall provide a recreational and physical education program that maximizes voluntary participation under safe, secure, and healthful conditions to promote physical fitness and relaxation.  
(Authority: CCR, Section 3220; DOM, Section 53070; Statement of Work, Program Operations-Public, page 16K; and Private, page 22J.)

### FINDING

### COMPLIANCE

The OAC review team toured Lassen CCF's exercise yards and interviewed staff and inmates.

The review revealed that Lassen CCF maintains a policy, Policy No. 3-8, regarding recreational programs. Facility practice adheres to this policy. The Lassen CCF has an established recreational and physical exercise program. The Lassen CCF has adequate indoor recreation items, e.g., television, table games, etc. The outdoor recreation area is equipped with such items as basketball hoops, horseshoe pits, handball, etc. Recreation equipment is maintained in a safe and usable manner.

- I. **Medical Services.** The contractor shall develop and implement written procedures for routine sick call and emergency medical and/or dental services.

**(Authority: DOM, Section 54050; Statement of Work, Program Operations-Public, page 11A; and Private, page 22K.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's medical and dental procedures, toured the health services area, and interviewed staff.

The review revealed that Lassen CCF has developed and implemented written procedures, Policy No. 4-8, for routine sick call and emergency medical and/or dental services. Facility practice adheres to this policy. Sick call is conducted daily. Medical emergencies are handled through the hub institution or Lassen Community Hospital, as deemed necessary. Routine dental appointments are scheduled with the hub institution. Dental emergencies are handled immediately through the hub institution.

1. The contractor shall maintain current and confidential health records in a secure location.

**(Authority: DOM, Sections 54046; Statement of Work, Program Operations-Public, page 11A; and Private, page 22K.)**

### **FINDING**

## **COMPLIANCE**

The OAC review team examined Lassen CCF's medical records, toured the health services area, and interviewed staff.

The review revealed that Lassen CCF maintains inmate health records within a file cabinet in a locked office. The keys to the office are maintained in Central Control.

### **VI. DISCIPLINE**

- A. **Policy.** The contractor shall develop an inmate disciplinary plan, which meets the requirements of CDCR's policy, due process, and specific time limits.  
(Authority: DOM, Section 52080; CCR, Sections 3310-3326; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)

## **FINDING**

## **COMPLIANCE**

The OAC review team examined Lassen CCF's inmate disciplinary plan concerning requirements of CDCR policy, due process, and specific time limits.

The review revealed that the Lassen CCF has an established inmate disciplinary plan, Policy No. 4-2, which meets the requirements of CDCR policy.

- B. **Disciplinary Actions.** The contractor staff shall initiate and participate in informal and formal disciplinary actions within the context of progressive disciplinary practices.  
(Authority: CCR, Section 3312; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's disciplinary log, inmate field files, policy and procedures, and interviewed staff.

The review revealed that Lassen CCF employs a progressive inmate disciplinary process that includes verbal counseling, Custodial Counseling Chrono (CDC 128-A), and a formal Rules Violation Report (CDC 115).

- C. **Documentation.** The contractor shall have the responsibility of documenting negative behavior and writing initial charges in accordance with CDCR's policy and regulations.  
**(Authority: CCR, Section 3312; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's policy and procedures and inmate field files and interviewed staff.

The review revealed that Lassen CCF utilizes departmentally approved processes for documenting inmate negative behavior.

- D. **Classification of Rule Violations.** The CDCR staff shall determine the disciplinary action as administrative or serious in Rules Violation Reports initiated within the CCF.  
**(Authority: CCR, Section 3313; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page, 7G; and Private, page 8G.)**

## **FINDING**

## COMPLIANCE

The OAC review team examined Lassen CCF's policy and procedures and inmate field files and interviewed staff.

The review confirmed that CDCR staff from the hub institution determine the classification of rules violation reports as administrative or serious.

- E. **Authority.** The CDCR staff has the final authority in all formal disciplinary actions initiated within the CCF.  
(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)

## FINDING

## COMPLIANCE

The OAC review team examined Lassen CCF's policy and procedures and inmate field files and interviewed staff.

The review revealed that CDCR staff conduct disciplinary hearings for all serious and administrative rules violations documented on the CDC 115. Adjudicated CDC 115s are forwarded to the Chief Disciplinary Hearing Officer (CCFA or hub institution Administrator) for review and final signature.

- F. **Record of Disciplinary Matters.** The Facility maintains copies of all CDC 115s in a Register of Violations and, when appropriate, in the inmate's Facility case file.  
(Authority: CCR Section 3326; Statement of Work, Contractor Authority and Responsibilities-Public, pages 7G, 7H; and Private, page 8G.)

## FINDING

## COMPLIANCE

The OAC review team examined Lassen CCF's policy and procedures and interviewed staff.

The review revealed that Lassen CCF maintains copies of adjudicated CDC 115s and a Disciplinary Log Book.

## **VII. RECORDS**

- A. **Inmate Files.** There shall be a case file maintained on each inmate assigned to the CCF.  
(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7H; and Private, page 9I- #1.)

### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's inmate field files and interviewed CDCR staff.

The review revealed that the CC II maintains a field file on each inmate assigned to the Lassen CCF.

- B. **File Security.** All local case files shall be secured in a locked file cabinet marked "Authorized Personnel." Only authorized CDCR and contractor staff shall have access to these files.  
(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7H; and Private, page 9I-#1.)

### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's inmate field files and interviewed CDCR staff.

The review revealed that each inmate field file is maintained in a file cabinet within a locked office. The CC II maintains access to these files.

- C. **Release of Information.** The contractor shall have a written policy and procedures regarding confidentiality of individual case records, which addresses, at minimum, client access, staff access, and release of information. The policy will assure compliance with CDCR policy and the Information Practices Act.  
**(Authority: DOM, Section 13010.11; CCR, Section 3450; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, page 10-#4.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's policies and procedures and interviewed CDCR staff.

The review revealed that Lassen CCF's policies, Policy Nos. 1-5 and 4-1, Information Releases and Policy Governing Inmate Records, addresses the accessibility of inmate field files and the release of information therein. Facility practice adheres to this policy.

- D. **Daily Movement Sheet.** The contractor shall submit a DMS to the CCFA Administrator to include information on CDCR inmates received or discharged.  
**(Authority: DOM, Section 52020; Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 9-#2.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's DMS and interviewed staff.

The review revealed that Lassen CCF staff prepare the DMS daily during First Watch. A copy of the DMS is transmitted, by facsimile, daily to the

CCFA by Facility staff. Records of the transmissions are maintained by Facility administration.

## **VIII. APPEALS**

- A. **Forms.** The contractor shall ensure inmate appeal forms (CDC 602) are readily available to all inmates.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)**

### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's appeal procedures and interviewed staff and inmates.

The review revealed that Lassen CCF has CDC 602s available to all inmates. These forms are available in each dorm and through contact with staff.

- B. **Informal Level.** The contractor staff shall respond to appeals at the informal level.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)**

### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's appeal procedures and documentation and interviewed CDCR staff and inmates.

Documentation and interviews with staff and inmates revealed that there is an appeals policy in place. Policy No. 4-3, adheres to CCR and contract requirements, and appropriately addresses the resolution of appeals at the informal level. Facility practice adheres to this policy.

- C. **First Level.** CDCR staff shall review or assign to appropriate contractor staff, inmate appeals at the first formal level.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's appeal procedures and interviewed staff.

The review revealed that CDCR staff are managing the inmate appeal process. Interviews with the Facility CC II and contract staff indicate the CC II collects and screens all appeals filed by the inmate population. Issues relative to custody, classification actions, disciplinary, etc., are forwarded to the CCF appeals coordinator. Appeals regarding internal issues are screened by the CC II and assigned to the appropriate CCF staff member for response.

- D. **Second Level.** The second level appeal shall be transmitted to CCFA for Review by the CCFA Administrator or designee.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's appeal procedures and interviewed staff.

The review revealed there is a tracking system in place to document that the second-level appeal is transmitted to the CCFA for review.

- E. **Record of Appeals.** The contractor shall ensure that all appeals are filed in accordance with CCR, Sections 3084 through 3084.7.

**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#2.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's record of appeals and interviewed staff.

The review revealed that Lassen CCF ensures that all appeals are filed in accordance with the CCR. The Appeals Coordinator (CC II) collects each CDC 602 and records them in a single appeals log. Appropriate first level appeals and all second-level appeals are forwarded to the CCFA for review and disposition.

- F. **CCR, Title 15.** The CDCR shall ensure copies of CCR, Title 15, Division 3, in English and Spanish are available to the contractor for distribution to all inmates.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 9H-#2.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team toured the Facility and interviewed staff and inmates.

The review revealed that CDCR provides Lassen CCF with current copies of CCR, Title 15, Division 3, in English and Spanish, for distribution to all inmates.

- G. **Training.** The contractor and CDCR shall provide ongoing Appeals training to staff to ensure adherence and compliance with CCR, Sections 3084 through 3084.7.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 3C; and Private, page 9H-#2.)**

**FINDING**

**COMPLIANCE**

The OAC review team examined Lassen CCF's training records and interviewed staff.

The review revealed that CDCR staff provide appeals training to Lassen CCF staff to ensure adherence and compliance with policy and procedure, Policy No. 2-3.

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## **X. SAFETY**

- A. **Fire Safety.** The contractor shall have a written policy and procedures, which specify the Facility's fire prevention regulations and practices to ensure the safety of staff, inmates, and visitors.  
**(Authority: DOM, Section 52090; Statement of Work, Contractor Authority and Responsibilities-Public, page 9J; and Private, page 12-#6.)**

### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's safety procedures and interviewed staff.

The review revealed that Lassen CCF has a written restricted procedure, Policy No. 4-4, which specifies the Facility's fire prevention regulations and practices to ensure the safety of staff, inmates, and visitors. Facility practice adheres to this policy.

1. The contractor shall conduct quarterly fire emergency drills under varied conditions and during hours when a majority of inmates are in the Facility.

(Authority: DOM, Section 52090; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9J; and Private, page 12-#5.)

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's safety procedures and interviewed staff.

The review revealed that Lassen CCF does conduct quarterly fire emergency drills under varied conditions and during hours when a majority of inmates are in the Facility.

- B. **Hazardous Material.** The contractor shall have written procedures in accordance with DOM, Section 52030, for the storage, accountability, handling, and dispensing of all volatile, toxic, or hazardous materials and substances.

(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, pages 12-#8, #9, and #10.)

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's safety procedures and interviewed staff.

The review revealed that Lassen CCF has a written procedure, Policy No. 4-16, in accordance with DOM for the storage, accountability, handling, and dispensing of all volatile, toxic, or hazardous materials and substances. Facility practice adheres to this policy. All hazardous materials are stored in a locked cabinet, which is located in the Garage and Maintenance area.

## **XI. GENERAL**

- A. **New Arrivals.** The contractor has established and maintains a written procedure for the issuance of clean usable clothing, bedding, linen, and towels for new arrivals with provisions for subsequent exchange or laundering on a weekly basis.  
**(Authority: CCR, Sections 3030 and 3031; DOM, Section 54090; Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 10J.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's policy and procedures and interviewed staff.

The review revealed that Lassen CCF has established and maintains written procedures, Policy Nos. 3-10 and 3-13, which delineate the issuance of clothing, bedding, and linen for newly arriving inmates. Facility practice adheres to this policy. The Lassen CCF's policy also directs for laundry exchange at least once a week.

- B. **Hygiene.** The contractor provides adequate, clean, and working shower, sink, and toilet facilities.  
**(Authority: CCR, Sections 3060-3062: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 10J.)**

### **FINDING**

### **COMPLIANCE**

The OAC review team toured the Lassen CCF and interviewed staff.

The review revealed that Lassen CCF provides adequate, clean, and working shower, sink, and toilet facilities within each dorm in the Facility.

- C. **Inmate Telephones.** The contractor has established and maintains written policy and procedure for the governing of telephones for use by inmates in the

Facility. Inmates should be permitted reasonable access to telephones for personal and program-related purposes.

**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 8I; and Private, page 11-#8.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's telephone procedures and interviewed staff and inmates.

The review revealed that Lassen CCF maintains a written procedure, Policy No. 4-7, governing the use of telephones for inmates. Facility practice adheres to this policy. Inmates are provided access to telephones from reveille to lights out.

- D. **Inmate Mail.** The contractor has established and maintains written policy and procedures governing inmate mail, correspondence, legal items, and packages.

**(Authority: DOM, Section 54010; CCR, Section 3130; Statement of Work, Contractor Authority and Responsibilities-Public, pages 1A and 16J; and Private, page 15-#6.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's mail procedures and interviewed staff and inmates.

The review revealed that Lassen CCF maintains a written procedure, Policy No. 3-11, governing inmate mail, correspondence, legal items, and packages. Facility practice adheres to this policy. The handling of inmate mail adheres to policy.

- E. **Inmate Access to Computers.** The contractor has established and maintains written policy and procedure governing inmate access to computers in accordance with CDCR policy.

**(Authority: DOM, Section 49020.6.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team examined Lassen CCF's policies and procedures and interviewed staff.

The review revealed that inmates are only allowed to operate computers within the Education Department and that modems are not utilized in these computers. The Lassen CCF does maintain a written policy regarding inmate access to computers in the inmate orientation handbook. Facility practice adheres to this policy.

- F. **Security Areas.** The contractor maintains, on-site, a depiction of the Facility with the floor plan identifying the secure and non-secure areas, denoting the location of security post positions.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 11-#9.)**

## **FINDING**

### **COMPLIANCE**

The OAC review team toured the Facility and interviewed staff.

The review revealed that Lassen CCF maintains a floor plan depiction of the Facility.

- G. **Housekeeping and Maintenance.** The contractor has a housekeeping and maintenance plan and maintains weekly inspection reports to ensure the Facility is clean and in good repair.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 8I; and Private, page 11-#7.)**

## **FINDING**

## **COMPLIANCE**

The OAC review team examined Lassen CCF's housekeeping and maintenance plan and interviewed staff.

The review revealed that Lassen CCF maintains a policy, Policy No. 3-21, for the preventative maintenance and inspection of the Facility and equipment. Facility practice adheres to this policy. The Facility maintains daily inspection reports and a record of repairs performed.

## **XII. FOOD SERVICES**

- A. **Meals.** The contractor shall provide food services at the Facility that meet the nutritional standards consistent with DOM, Section 54080. Food service staff shall develop and follow menus approved by the CDCR Food Administrator or a State licensed dietitian.  
**(Authority: CCR, Section 3050; Statement of Work, Contractor Authority and Responsibilities-Public, page 9K; and Private, page 12M.)**

## **FINDING**

## **COMPLIANCE**

The OAC review team toured Lassen CCF's Main Kitchen, examined menus, and interviewed staff and inmates.

The review revealed that Lassen CCF has developed and follows menus approved by a State licensed dietitian. These menus are posted in the kitchen and each dormitory.

- B. **Special Diets.** The contractor shall provide for the special dietary needs of inmates. Any special menu/diet required to meet medical needs shall be approved by CDCR's medical personnel and provided by the contractor.  
**(Authority: CCR, Section 3054; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 1A and 9K; and Private, page 12M.)**

## **FINDING**

## COMPLIANCE

The OAC review team examined Lassen CCF's special diet menus, toured the Main Kitchen, and interviewed staff and inmates.

The review revealed that Lassen CCF can accommodate inmates with special dietary needs. The special diet menus have been approved by CDCR medical personnel.

- C. **Meal Samples.** The contractor shall retain refrigerated, covered, tagged, and dated samples of meals served for a minimum of 72 hours to determine what food items may be responsible in the event of alleged food poisoning or infection.  
**(Authority: DOM, Section 54080.8; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)**

## FINDING

## COMPLIANCE

The OAC review team toured Lassen CCF's Main Kitchen and interviewed staff.

The review revealed that Lassen CCF does retain a refrigerated, covered, tagged, and dated sample of hot meals served for a minimum of 72 hours.

- D. **Inmate Workers.** The contractor shall ensure that each inmate culinary worker is medically cleared for food handling before assignment to food services. Medical clearance forms will be on file in the food service area.  
**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)**

## FINDING

## COMPLIANCE

The OAC review team examined Lassen CCF's inmate medical clearance forms and interviewed staff.

The review revealed that Lassen CCF ensures each culinary worker is medically cleared before assignment to Food Services. This is done via the classification process and food handling clearance documentation maintained in the inmate's health record by the doctor.

- E. **Health Codes.** The contractor shall maintain a copy of the annual inspection regarding sanitation, safety and food handling practices, conducted by the Department of Health Services.  
(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 13-#5.)

## FINDING

## COMPLIANCE

The OAC review team examined Lassen CCF's annual sanitation inspection and interviewed staff.

The review revealed that Lassen CCF has a current annual inspection regarding sanitation, dated July 23, 2008, conducted by the Lassen County Regional Environmental Health Services.

- F. **Dry Storage.** Foods must be stored properly. Dry food and canned goods shall be properly stored in an appropriate storage area.  
(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, and page 12M.)

## FINDING

## COMPLIANCE

The OAC review team toured Lassen CCF's Main Kitchen and storage area and interviewed staff.

The review revealed that food items are properly stored. In addition, adequate controls are in effect for "hot" items, such as yeast and sugar. These items are secured and are not accessible to inmates without supervision.

- G. **Refrigeration.** Refrigeration and freezer equipment is monitored for proper temperatures and food items are properly stored to facilitate proper air circulation.  
(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)

### **FINDING**

### **COMPLIANCE**

The OAC review team toured Lassen CCF's Main Kitchen and interviewed staff.

The review revealed that refrigeration and freezer temperatures are monitored to ensure proper food storage. Food items are appropriately stored to facilitate proper air circulation.

- H. **Vector Control.** Control of vermin and pests is managed by contract with a licensed professional pest control company.  
(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)

### **FINDING**

### **NOT RATABLE**

This standard is not required for public CCFs.

### **XIII. DEPARTMENTAL – FACILITY INTERCOMMUNICATION**

- A. **Hub Institutions.** Identify the hub institutions that service this Facility for disciplinary, medical, law library, and emergency services.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 22K.)**

#### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's medical, dental, disciplinary, and emergency procedures and interviewed staff.

The review revealed that the CCC is utilized as the hub institution for medical, dental, and emergency procedures. High Desert State Prison (HDSP) is utilized as the hub institution for disciplinary. Intercommunication between the hub institutions and the Facility results in the transportation of inmates in a timely and efficient manner.

- B. **Mutual Aid.** The contractor has established Mutual Aid agreements with local and State law enforcement agencies.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 11L-#2.)**

#### **FINDING**

#### **COMPLIANCE**

The OAC review team examined Lassen CCF's security procedures and interviewed staff.

The review revealed that there is an established Master Mutual Aid Agreement in place with local and State law enforcement agencies for Lassen CCF.

## **GENERAL OBSERVATIONS**

**The time cards in the housing units were completed prematurely.**

## **Review of Community Correctional Facilities**

### **Lassen Community Correctional Facility**

#### **GLOSSARY**

|                  |   |
|------------------|---|
| <b>ABE</b>       | Adult Basic Education                                   |
| <b>BOC</b>       | California Board of Corrections                         |
| <b>CC</b>        | Correctional Counselor                                  |
| <b>CCC</b>       | California Correctional Center                          |
| <b>CCFA</b>      | Community Correctional Facility Administration          |
| <b>CCF</b>       | Community Correctional Facility                         |
| <b>CCR</b>       | California Code of Regulations                          |
| <b>CDCR</b>      | California Department of Corrections and Rehabilitation |
| <b>CDC 115</b>   | Rules Violation Report                                  |
| <b>CDC 128-A</b> | Custodial Counseling Chrono                             |
| <b>CDC 128-G</b> | Classification Chrono                                   |
| <b>CDC 602</b>   | Inmate Appeal Form                                      |
| <b>CDC 1860</b>  | Post Order Acknowledgment Sheet                         |
| <b>DMS</b>       | Daily Movement Sheet                                    |
| <b>DOM</b>       | Department Operations Manual                            |
| <b>ESL</b>       | English as a Second Language                            |
| <b>FMH</b>       | Family Management Handbook                              |
| <b>HDSP</b>      | High Desert State Prison                                |
| <b>IWTIP</b>     | Inmate Work Training Incentive Program                  |
| <b>ORWD</b>      | Off Reservation Work Detail                             |
| <b>PC</b>        | Penal Code  |
| <b>OAC</b>       | Program and Compliance Unit                             |